

Mapping FAQs

Please refer to the sources listed for complete information regarding the following questions.

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- 1) **Where can I find information regarding mapping requirements?**
 - a) General mapping information and requirements may be found in:
 - i) NRS Chapter 278: <http://www.leg.state.nv.us/nrs/nrs-278.html>
 - ii) LVMC Title 19 (Unified Development Code):
http://www.lasvegasnevada.gov/LawsCodes/Unified_Development_Code.htm
 - b) Application checklists, Monument requirements, and required Certificates may be found in LVMC Title 19, Appendices A-E.
 - c) Specific submittal requirements and application forms may be found online under "I Want To" → "Apply For" → "Planning Applications" at <http://www.lasvegasnevada.gov/>.
- 2) **Where do I submit a Tentative Map (TM), Final Map (FM), Parcel Map (PM) or Boundary Line Adjustment (BLA) application? Where do I submit mylars?**
 - a) Initial applications for all maps are submitted at the front counter for the Department of Planning, at the Development Services Center (333 N. Rancho Drive, first floor), and the materials are then distributed to the appropriate departments for review. A pre-application meeting is required prior to submission of a TM, but not for a FM, PM or BLA.
 - b) Mylars for FMs and PMs are submitted to the Department of Building and Safety - Land Development, and then routed to appropriate departments for review.
 - c) Mylars for BLAs are submitted directly to the Department of Planning, and are then routed to the Department of Public Works - Survey for review.
- 3) **Do map applications require a public hearing for approval?**
 - a) Only a TM map application will require a public hearing. Final action on the TM will be taken at the Planning Commission, unless the decision is appealed to City Council within seven days, or City Council requests that the map application be heard at a council meeting. A pre-application meeting is required prior to TM submittal.
 - b) FMs, PMs and BLAs are reviewed administratively.
- 4) **What type of map is required to subdivide a lot?**
 - a) A PM may be used to create four or fewer lots for purposes of sale, transfer or development. No TM is required.
 - b) A FM may be used to create more than four lots, or a one-lot commercial subdivision. A TM is required.
[LVMC Title 19.16.040, NRS 278]

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- 5) What are the differences between a Reversionary map, a Merger and Re-subdivision map, and an Amended map? What is a Certificate of Amendment?**
- a) A Reversionary map is submitted to revert a previously subdivided parcel or multiple contiguous parcels into raw acreage. If contiguous parcels are involved, the intervening property lines are removed. It may be a PM or FM, depending on the type of map that was previously recorded for the parcel(s) involved.
 - b) A Merger and Re-subdivision map may be either a parcel map or final map, and is submitted to simultaneously merge contiguous parcels and then re-subdivide the acreage into one or more lots (see #4, above, for type of map required).
 - c) An Amended map is submitted to correct an error or omission on a recorded map, *if the correction changes the physical location of any survey monument, property line or boundary line*. It may be a PM or FM, depending on the type of map to be corrected. [NRS 278]
 - d) A Certificate of Amendment may be submitted to correct an error or omission on a recorded map, *if the correction does **not** change the physical location of any survey monument, property line or boundary line*. The Certificate of Amendment is submitted directly to the City Surveyors office. [NRS 278]
- 6) How do I submit an Amended or Reversionary (FM or PM) map?**
- a) Submittal requirements and review times are the same as for any other FM or PM. The type of map required (FM or PM) depends on the type of map that was previously recorded.
- 7) How long does it take to review a FM?**
- a) Upon submittal of a FM, a determination of completeness must be made within 5 working days, and the map is then accepted for review, or denied until all required materials are submitted.
 - b) Upon acceptance of a FM, a technical review is conducted to determine whether the map conforms to the approved TM, NRS Chapter 278, LVMC Title 19 and any applicable case files (i.e. a Site Development Review). The technical review must occur within a 30 day period following the initial determination that an application is complete. The review period does not apply if the FM is referred or appealed to the Planning Commission. The review period may also be waived by the subdivider.
 - c) After technical review approval, FM mylars may be submitted for review. The review period for mylar submittal is 10 days. The review period does not apply if the FM is referred or appealed to the Planning commission. The review period may also be waived by the subdivider.
- [LVMC Title 19.16.060]
- 8) How long does it take to review a PM?**
- a) Upon acceptance of a PM, a technical review is conducted to determine whether the map conforms to NRS Chapter 278, LVMC Title 19 and any applicable case files (i.e. a Site Development Review). The technical review must occur within a 45 day period. The review period may be waived by the subdivider.
- [LVMC Title 19.16.040; NRS 278]
- 9) How long does it take to review a BLA?**
- a) On average, BLAs take less than 30 days for a technical review (a maximum time period is not set by either NRS 278 or LVMC Title 19).
- 10) When does a TM expire? Can the expiration date of a TM be extended?**
- a) If no FM is recorded within the initial four years after approval, the TM expires, and no extension of time is permitted.
 - b) If a series of FMs are to be recorded based on a single TM (i.e. multiple units, pods, phases, etc.), the first map in the series must be recorded within the initial 4-year period, or the TM expires. Subsequent maps must record within two years of the date of recordation of the most recently recorded FM.
 - c) A single two-year extension may be granted to any one of the series of FMs (with the exception of the initial FM, as stated in "a" above), subject to an application for an Extension of Time (EOT) submitted prior to expiration of the TM.
 - d) If a TM is approved that is based on an approved Site Development Plan Review (SDR), and the SDR is allowed to expire prior to recordation of a FM, then the TM expires concurrent with the SDR. For residential subdivisions with an approved SDR, recordation of the FM exercises the SDR. Recordation of the FM does not exercise an SDR for a commercial development.
- [LVMC Title 19.16.050]

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11) What happens when a TM expires?

- a) Approval of a new TM application is required, even if nothing will change from the previously approved map.
- b) If a FM has been submitted based on a TM, but has not been recorded when the TM it is based on expires, the submitted FM is void. Once a new TM is approved, a new FM application may be accepted for review, based on the conditions of approval for the new TM.

[LVMC Title 19.16.050]

12) When does a PM expire?

- a) A PM expires if it is not recorded within one year of the approval date by the City of Las Vegas.

[LVMC Title 19.16.040]

13) Can the FM name be different from the TM name? What if there is to be a series of FMs based on a single TM?

- a) No. The name of the FM must match the name of the approved TM exactly.
- b) If a project is to be developed with a series of FMs based on the same TM, then each FM shall also receive an appropriate secondary unit/phase designation, i.e. if the TM is named Spring Mountain Ranch, then the first FM in the series would be named Spring Mountain Ranch, Unit 1; the second would be named Spring Mountain Ranch, Unit 2, etc.

14) Do PMs and BLAs need to be named? If so, how is the name determined?

- a) For administrative purposes, all maps require a name. Names for PMs and BLAs are usually based on a project/owner name or location (i.e. Smith PM, Jones-Johnson BLA, 123 Las Vegas Blvd PM, etc.), and may be selected by the applicant.

15) What is a BLA?

- a) A BLA is an adjustment to a boundary line between two or more property owners. Although considered as a single application with a single fee, an Application form and Deeds for each affected property/owner must be completed and submitted with the corresponding map application.
- b) A BLA cannot be used to create a new parcel.

[NRS 278]

16) Can a parcel without access to a public street (i.e. a "land-locked" parcel) be created with a map?

- a) No. All lots or parcels shall have frontage upon a public street; provided however, that lots within a recorded subdivision or Parcel Map may provide access to a public street by way of a commonly owned private street or a private access easement.

[LVMC Title 19.06.030, 19.08.030]

17) When subdividing a parcel, what other issues should be considered?

- a) All development standards in LVMC Title 19 (Unified Development Code) or other applicable Master Plan must be met, including minimum lot size, minimum lot width, setbacks (for existing structures) and maximum lot coverage (as applicable).
- b) No buildings, structures or utilities that will service multiple lots are permitted to cross a lot line, i.e. sewer service, water, etc. shall be provided independently to each lot. Easements may be required as part of the map for the provision of utilities, drainage, sewer service, shared access and/or shared parking.
- c) All required trails, as depicted in the Las Vegas Master Plan Transportation Trails and Recreational Trails Elements, shall be indicated on submitted map applications.

[LVMC Title 19]

18) What are the fees involved for each type of map?

- a) Fees for all Planning applications may be found on the City of Las Vegas website at: http://www.lasvegasnevada.gov/files/Fee_Schedule_effective_July_2008.pdf
- b) Additional review fees may be assessed at the time of mylar submittal; contact the Department of Building and Safety - Land Development at (702) 229-6251 for more information.

19) If a FM / PM / BLA technical review is denied, do I have to submit a new application and start over?

- a) No. If a technical review is denied, a revised map may be submitted with corrections completed based on the technical review. The map will then be reviewed again, and the process will continue. Additional fees may apply for multiple reviews.

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20) Who do I contact if I have additional questions?

- a) Department of Planning at (702) 229-6301.
- b) Department of Building and Safety - Land Development at (702) 229-6251.
- c) Department of Public Works - Development Coordination at (702) 229-6578.
- d) Department of Public Works - Survey at (702) 229-6217.
- e) Additional information is also available online at:
 - i) <http://www.lasvegasnevada.gov/> and
 - ii) <http://www.leg.state.nv.us/nrs/nrs-278.html>.